

DAIDS	Appendix 4	No.: DWD-POL-SM.0200A4
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Sample Clinical Quality Management Summary of Activities Tool

(SAMPLE ONLY. A report is to be utilized (at site specified frequencies) for the summary of QA/QC activities, and includes information from completed chart review tools, regulatory files review tools, and other site-developed tools.)

Site Name _____ Site # _____

Report Date _____ Person Preparing Report _____

Reporting Period _____

A. Summary of QA/QC Activities for the Reporting Period:

1. Number of Participant Records Reviewed (List by protocol number):
2. Protocols Reviewed (List by Number):
3. Number of Regulatory Files Reviewed (List by protocol number):

B. QA/QC Problems/Trends Identified:

Protocol #	Problems Identified

C. Corrective Action Implemented: (Note planned date of completion)

Protocol #	Corrective Action and Planned Date of Completion

D. Improvement Noted: (effectiveness of corrective action implemented)

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Protocol #	Improvement and Date Noted

Signature and date of Reviewer_____

Reviewed by Principal Investigator (signature and date)_____

SAMPLE